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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING AP-
PLICATIONS FOR PAYMENT AND RELATED
FORMS UNDER THE 1939 RANGE CONSERVA-
TION PROGRAM FOR THE NORTH CENTRAL
REGION.

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PART I - GENERAL

After Forms NCR-357, Reports of Inspection and Summaries of Performance on Range Lands, are completed in the county office the county office will prepare and compute applications for payment. The names of applicants will be checked in the county office against the Register of Indebtedness, the ACP-69 and AAA-372 file, and the computations on applications will show set-offs, assignments, and deductions for county association expenses. Applications for payment will be signed by applicants and certified by a member of the county committee, and the original and one copy thereof will be transmitted to the State office. The State office will check applications against the Range Listing Sheet, and against the Register of Indebtedness, and will verify computations thereon. Wherever possible, errors made by the county office will be corrected by the State office and the county office will be advised of such corrections. Applications for payment which cannot be corrected by the State office will be returned to the county office for correction.

Members of the county committee and all persons working in the county office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1939 Range Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. Any questions relating to the procedure to be followed should be referred to the person designated by the county committee. If such person is unable to answer the question satisfactorily, the question shall be referred to the State committee. If the question is not covered by the instructions contained herein, such question will be referred to the Director of the North Central Division by the State committee.

No changes or corrections shall be made on any form used in connection with the 1939 Range Conservation Program unless such changes or corrections are specifically authorized by these instructions. When making any changes or corrections draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

As used herein, the following terms shall have the following meanings:

1. TRANSMITTAL means all applications for payments which are transmitted from the county office to the State office at one time.
2. LOT means all applications for payment, the ranch serial numbers of which are listed on one sheet of RF-10.
3. LOT NUMBER means the number assigned to a lot. Such number shall be the same as the sheet number of RF-10.
4. SUSPENDED CASE means any application for payment returned to the county office from the State office for correction or in connection with which additional data, certifications, or corrected forms have been requested by the State office.

5. NO PAYMENT APPLICATION means any application for payment with respect to which the total amount of payment computed for the ranching unit is zero. The total amount of payment for a ranching unit means the gross payment computed for the ranching unit and entered in Section II, item 14 of NCR-359.

The numbers and titles of the forms to be used are as follows:

1. NCR-359 - Application for Payment on Range Lands.
2. RF-2 - Report of Indebtedness.
3. RF-4 - Suspension Sheet.
4. RF-5 - Transmittal Correction Sheet.
5. RF-7 - List of Persons Eligible to Execute an Application for Payment with Respect to Range Lands.
6. RF-10 - Transmittal Sheet for Forms-----.
7. RF-12 - Record of Indebtedness.

PART II. PREPARATION OF LISTS OF NAMES OF PERSONS ELIGIBLE TO EXECUTE AN APPLICATION FOR PAYMENT ON RANGE LANDS.

In order that the State office may have a list of all persons eligible to execute an application for payment on range lands, an alphabetical list of the names of persons eligible to execute applications for payment on range lands must be prepared in the county office. Form RF-7 with certain changes hereinafter set forth will be used in the preparation of this list and shall be prepared as soon as possible after the completion of Form NCR-255, Range Listing Sheet. Only those ranch operators whose ranches have been inspected and in connection with which Form NCR-353, 1939 Statement of Intentions and Designation of Range Building Practices, has been executed and filed in the county office on or before May 15, 1939, will be eligible to execute an application for payment on range lands.

A. PREPARATION OF CARD FILE

In order that the county office may have adequate records from which to prepare RF-7, a card file must be prepared in accordance with the following instructions:

As Forms NCR-357 are completed in the county office, check such forms against Form NCR-255 to determine that the names of the ranch operators as shown on NCR-357 agree with those on Form NCR-255 for the same ranch serial numbers. If there is a discrepancy in names, determine the facts and make such corrections on NCR-255 or NCR-357 as are needed and enter a check mark (✓)

to the left of the ranch serial number on NCR-255. After Forms NCR-357 have been reconciled with Forms NCR-255, prepare a 3" by 5" card for each person whose name appears in Section I of Form NCR-357. There shall be entered on each of such cards the serial number of the ranching unit, the range inspector district number, the number of other ranches and farms in the county, the number of ranches and farms in other counties in the State, and the number of ranches and farms in other States in which such person has an interest. The number of ranches and farms in other counties in the State and the number of ranches and farms in other States shall be entered in red and blue respectively.

When substantially all Forms NCR-357 have been completed, examine Form NCR-255 to determine the number of ranches for which Forms NCR-357 have not been prepared. These ranches will be represented by the ranch serial numbers on Form NCR-255 opposite which no check mark (✓) has been entered. Determine whether, for any such ranches, a ranch operator has filed a properly executed NCR-353. If so, prepare NCR-357 in accordance with the instructions in NCR-356, reconcile NCR-357 with NCR-255, and prepare 3" x 5" cards as in other cases.

When all cards for the county have been prepared arrange such cards in alphabetical order. The card file prepared for persons eligible to execute applications for payment with respect to range lands shall be maintained separate from that prepared for persons eligible to execute applications for payment with respect to farm lands.

B. PREPARATION OF RF-7.

An amended RF-7 shall be used for listing the names of persons eligible to execute an application for payment on range lands. Such form shall be prepared in duplicate. RF-7 shall be amended as follows: (1) Enter to the right of the form number the letter, "R"; (2) delete from the title of the form the words "Only One Farm" and enter in lieu thereof the words "Range Lands"; and (3) delete the words "township Code and Farm" in the heading of column (c) and insert in lieu thereof the words "Range Inspector District."

Enter the State and county code, the name of the program, the name of the State, the name of the county, and the sheet number in the spaces provided at the top of the form. The number "1" shall be assigned to the first sheet of RF-7 and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (a) the serial number shown on the first card and enter opposite such serial number in column (b) the name of the ranch operator. Enter in column (c) the range inspector district number shown on the card and enter immediately following such entry (in parenthesis) the number of other ranches and farms in the county in which such person has an interest. Enter in column (d) the number of ranches and farms in other counties in the State in which such person has an interest. Enter in column (e) the number of ranches and farms in other States in which such person has an interest. These figures may be obtained from the card prepared for such person.

The original of RF-7 must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-359 is forwarded to the State office. The copy of RF-7 shall be retained in the county office.

C. CORRECTION OF RF-7.

If changes or corrections are necessary after RF-7 has been forwarded to the State office, the State office shall be notified promptly of such changes or corrections in the manner hereinafter set forth.

If it is found that one or more names were inadvertently omitted from RF-7, a supplemental sheet of RF-7 listing such name or names must be prepared. In such cases the word "Supplement" shall be typed above the title of the supplemental form. Otherwise the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as those used for regular Forms RF-7. For example, if the number of the last sheet of RF-7 was "35" the first sheet of the supplemental RF-7 shall be assigned the number "36". A memorandum indicating the reason for the inclusion of each name on the supplemental form must accompany such supplemental form when it is submitted to the State office.

If it is determined that a person whose name was listed on RF-7 is not eligible to execute an application for payment with respect to the ranch for which a serial number was listed on RF-7, the State office shall be advised of this fact by memorandum and requested to delete the name of such person and the serial number for such person from RF-7. No supplemental RF-7 should be prepared in such cases.

If a person whose name was listed on RF-7 dies and it is determined that an administrator or executor or the heirs of the deceased are eligible to execute an application for payment with respect to the ranch in which such person had an interest, the appropriate card in the card file shall be corrected to show the name of such administrator, executor, or heirs. A memorandum setting forth the facts of the case shall be forwarded to the State office together with a request that the necessary substitutions of names be made on the RF-7 on file in the State office. The memorandum must include the address of the administrator, executor, or heirs of the estate, as the case may be. No supplemental RF-7 should be prepared in such cases.

If a person whose name was listed on RF-7 is adjudged incompetent or if a person whose name was listed on RF-7 as administrator, executor, trustee, guardian, committee, receiver, conservator, or other fiduciary is discharged from his representative capacity, the card for such person shall be corrected and the State office shall be notified with respect to the correction to be made on RF-7 on file in the State office in a manner similar to that set forth in the preceding paragraph.

D. CHECKING LISTS OF ELIGIBLES AGAINST REGISTER OF INDEBTEDNESS

As soon as possible after RF-7 has been completed for the county the names

of the persons appearing on the Register of Indebtedness for the county shall be checked against such RF-7. If a name which is listed on RF-7 appears on the Register of Indebtedness and the name appearing on RF-7 is that of the debtor, circle the serial number on RF-7. If additions to the Register of Indebtedness are received, check such additions against RF-7.

If the name on RF-7 is the same as or similar to that of the name on the Register of Indebtedness and the applicant is not indebted, RF-2 shall be prepared in duplicate in accordance with the instructions on the reverse side thereof. All Forms RF-2 prepared for a county shall be filed in serial number in the county office and will be attached to the appropriate applications for payment when such applications for payment are transmitted to the State office.

PART III - APPLICATIONS FOR PAYMENT.

After the county office has been advised by the State office of the rate of deduction for county association expenses, Form NCR-359 will be prepared for each NCR-357 except that no NCR-359 will be prepared for any ranching unit on which the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by overgrazing in 1939.

In preparing applications for payment for persons who are indebted to the United States Government or who have assigned all or a part of their payment on ACP-69 or AAA-372, data for set-offs and assignments shall be entered in the following order:

1. Grants of aid.
2. Crop insurance advances.
3. Overpayments under agricultural conservation programs.
4. Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
5. Overpayments under sugar beet programs.
6. Overpayments under commodity contracts.
7. Indebtedness to Commodity Credit Corporation.
8. Indebtedness to Farm Security Administration.
9. Indebtedness to Farm Credit Administration.
10. Assignment on ACP-69 or Voluntary Request for set-off, AAA-372, whichever is filed first in the county office, (it would not be necessary to have Part II of ACP-69 completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372.)

All entries on NCR-359 including the entries which are the results of computations must be made with indelible pencil and must be made in a manner that will result in legible entries on all copies of such form.

Whenever a computation results in a negative number, enter zero (0) and not the negative number. For example, if 67.5 is to be subtracted from 46.5, enter zero (0) and not the negative number (-21.0).

Except as otherwise provided herein, all computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten-thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten-thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

- (a) 8.4750, enter 8.47.
- (b) 8.4751, enter 8.48.

A. PREPARATION OF APPLICATIONS FOR PAYMENT.

1. Enter the State and county code and ranch serial number in the upper right-hand corner of NCR-359.
2. Make entries in Section II of NCR-359 as follows:

- a. Obtain the entry for item 1 from the space following the words "Acres of range land" in the second line of Section I of NCR-357.
- b. Obtain the entry for item 2 from the space following the words "Grazing capacity in animal units" in the second line of Section I of NCR-357.
- c. If the word "yes" has not been entered in Section II, Practice No. 1, items 2 and 3 of NCR-357, make no entry in Section II, items 4(a) and 4(b) of NCR-359.
- d. Obtain the entry for item 4(a) from Section II, Practice No. 1, item 4, of NCR-357.
- e. Obtain the entry for item 4(b) from Section II, Practice No. 1, item 1 of NCR-357.
- f. If the word "yes" has not been entered in Section II, Practice No. 2, item 1 of NCR-357, make no entry in Section II, item 5 of NCR-359. Likewise, if the variety of seed sown is not an adapted variety, make no entry in Section II, item 5 of NCR-359.
- g. Obtain the entry for item 5(a) in the space following

the words "Acreage reseeded", from Section II, Practice No. 2, item 2, of NCR-357.

- h. Obtain the entry for item 5(b) in the space following the words "Pounds of seed sown", from Section II, Practice No. 2, item 3 of NCR-357.
- i. Enter in items 6 to 12, inclusive, in column (a) the practice numbers of the range-building practices carried out on the ranching unit, other than range-building practices 1 and 2.
 - (1) If an entry is to be made for practice No. 7, separate entries should be made for excavations in soil or gravel and excavations in rock formation for each development. The words "Soil", "Gravel", or "Rock Formation" shall be entered in column (a) to the right of the practice number. If more than one entry is made for a structure, bracket such entries in column (a).
- j. Enter in column (b), on the line on which a practice number has been entered, the number of acres or units of such practice.
- k. Enter in column (c) the rate for the range-building practice, the number of which is entered in column (a). The rates for range-building practices may be found in Section II of NCR-351.

3. Make entries in Section III of NCR-359 as follows:

- a. Print in item 1, column (b) the name of the ranch operator. Obtain this name from Section I, line 1 of NCR-357. In printing the name of any person, such name shall be printed in accordance with the instructions contained in Part III, Section A, paragraph 4, item a of NCR-323 (II).
 - (1) If the signatures of two persons appear in Section V, certification number 1 of NCR-357, and if a separate check is to be drawn to each of such persons, print the name of the second person in column (c)
- b. Enter in item 2, columns (b) and (c), the applicant's percentage of payment. If only one person's signature appears in Section V, certification number 1 of NCR-357, or if more than one person's signature appears and a joint check will be issued, enter 100% below the name of such persons in column (b). If more than one person's signature appears in Section V, certification number 1 of NCR-357,

and separate checks will be issued, enter the respective percentages under the names of such persons in columns (b) and (c).

- c. Enter the rate of deduction for county association expenses for the county in the blank space in column (a), item 6. Such rate will have been determined by the State committee and furnished to the county office.
- d. Before the entries, if any, may be made in items 7, 8, and 9, it will be necessary that a determination be made as to whether the applicant is indebted to the United States Government and as to whether he has assigned part or all of his payment with respect to the ranching unit on ACP-69 or AAA-372. To determine whether the applicant is indebted to the United States Government, check the serial number of the application against RF-7. If the serial number of the application has been circled on RF-7, attach to the application the RF-12 prepared for the debtor. If the applicant has executed ACP-69 or AAA-372, attach whichever form is to be recognized to the application. If RF-2 has been prepared for the applicant, attach such RF-2 to the application. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.
- e. Determine the priority of the set-offs and assignments involved and print in column (a), items 7, 8, and 9, in the order of priority, the name of the Government agency to which the applicant is indebted and the name and address of the assignee. A separate entry should be made for each RF-12 attached to the application.
 - (1) If the applicant is indebted to the United States Government, print the name of the agency to which he is indebted, i.e.: "Indebted to A.A.A." If the indebtedness arose out of an advance for a crop insurance premium enter following the words "Indebted to A.A.A." the words "1939 (or 1940) Crop Insurance Premium Advance."
 - (2) If an assignment was made on ACP-69 or AAA-372 print the name and address of the assignee and enter after the name of the assignee, preceded by a comma, the word "Assignee"; i.e.: "John Doe, Assignee" or "Commodity Credit Corporation, Assignee."
- f. Enter in the left half of column (b) or column (c) opposite the name of the government agency or opposite the

name of the assignee, the amount of the indebtedness or the unpaid amount of the assignment. If an entry is to be made in column (b) or column (c) from AAA-372, and the assignment is expressed as a percentage of the net payment, enter such percentage in the left half of column (b) or column (c) opposite the name of the Government agency.

4. Print in Section IV in the space provided therefor, the address of the applicant.
5. After the entry work has been completed in connection with Forms NCR-359, a review shall be made of a sufficient number of such forms to assure accuracy.

B. COMPUTATION OF APPLICATIONS FOR PAYMENT

1. Make computations with respect to Section II of NCR-359 as follows:
 - a. Obtain item 3(a) by multiplying item 2 by 60.0.
 - b. Obtain item 3(b) by multiplying the smaller of items 1 and 3(a) by \$0.02.
 - c. Obtain item 3(c) by dividing item 1 by 10.0.
 - d. Obtain item 3(d) by multiplying the smaller of items 2 and 3(c) by \$1.00.
 - e. Obtain item 3(e) by adding items 3(b) and 3(d).
 - f. Obtain item 4(c) by dividing item 4(b) by item 1.
 - g. Obtain item 4(d) as follows:
 - (1) If the word "yes" has been entered in item 4(a), enter the result obtained by multiplying the smaller of items 4(c) and 25% by 2.4 and multiplying such product by item 3(e).
 - (2) If the word "No" has been entered in item 4(a), enter the result obtained by multiplying the smaller of items 4(c) and 25% by 1.6 and multiplying such product by item 3(e).
 - h. Obtain item 5(a) by multiplying the entry shown in the blank space following the words "Acreage reseeded" by \$2.00.
 - i. Obtain item 5(b) by multiplying the entry shown in the blank space following the words "Pounds of seed sown" by \$0.20.

- j. Enter in item 5(c) the smaller of items 5(a) and 5(b).
- k. Obtain items 6 to 12, inclusive, column (d) by multiplying the entry in column (b) on each line by the entry in column (c) on such line.
 - (1) If an entry of more than 5,000 cubic yards has been made in column (b) for practice number 5, multiply 5,000 cubic yards by \$0.15 and multiply the cubic yards in excess of 5,000 by \$0.10. Enter the sum of the multiplications in column (d).
 - (2) If the result of a computation with respect to practice number 7 for any single development is less than \$20, delete the entries for such practice; or if the result of a computation with respect to a single development is in excess of \$100, reduce the entry in column (d) for such practice to \$100.
- l. Obtain item 13 by adding the entries in items 4(d), 5(c), and 6(d) to 12(d), inclusive.
- m. Enter in item 14 the smaller of items 3(c) and 13.
- 2. Make computations with respect to Section III of NCR-359 as follows:
 - a. Obtain item 3(b) by multiplying Section II, item 14 by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases given on page 20 of NCR-323 (II).
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).
 - d. If the percentage of deduction for county association expenses has not been entered in item 6, column (a), enter such percentage.
 - e. Obtain item 6(b) by multiplying item 5(b) by 100 percent minus the rate of deduction for association expenses shown in item 6(a).
 - f. If no entries for set-offs or assignments have been made in items 7(a), 8(a), and 9(a), enter in item 10(b) the entry in item 6(b).
 - g. If entries for set-offs and/or assignments have been made in items 7(a), 8(a), and 9(a) proceed as follows:
 - (1) If a percentage entry has been entered in items 7(b), 8(b), or 9(b) following the name and address of an

assignee, multiply such percentage entry by the entry in item 6(b) and enter the result in the left half of item 7(b), 8(b) or 9(b) opposite the name and address of the assignee.

- (2) If an entry has been made in item 7(a) and no entries have been made in items 8(a) and 9(a),
 - (a) Enter in the right half of item 7(b) the smaller of the entries in the left half of item 7(b) and item 6(b).
 - (b) Enter in item 10(b) the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
- (3) If entries have been made in items 7(a) and 8(a) and no entry has been made in item 9(a),
 - (a) Obtain the entry for the right half of item 7(b) as set forth in paragraph g(2).
 - (b) Enter in the right half of item 8(b) the smaller of the entry in the left half of item 8(b) and the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
- (4) If entries have been made in items 7(a), 8(a), and 9(a)
 - (a) Obtain the entries for the right half of items 7(b) and 8(b) as set forth in paragraphs g(2) and g(3), respectively.
 - (b) Enter in the right half of item 9(b) the smaller of the entry in the left half of item 9(b) and the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b), 8(b), and 9(b).

h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b).

3. After the computation work has been completed in connection with Forms NCR-359, a review shall be made of a sufficient number of such forms to assure accuracy.
4. Enter in Section II, column (a) of RF-12 the notation "Set-off-1939 RCP" and the State and county code and serial number of the application in connection with which the set-off is made. Enter in Section II, column (e) of RF-12 the amount of the set-off.
5. Remove from Forms NCR-359 any forms ACP-69, AAA-372, and RF-12 attached thereto and return them to the proper files in the county office.

C. SIGNATURES OF PRODUCERS

After applications for payment have been prepared and the amounts of payment to be made thereunder have been computed and entered thereon, the applications shall be signed by the applicants in ink or indelible pencil. Community meetings shall be held where practicable for the purpose of obtaining signatures on applications for payment. The notices of such meetings should emphasize the fact that the applicants should come prepared to check the accuracy of the data appearing on their applications for payment. At the meetings a member of the county committee or some other qualified person, together with the applicant, should carefully review the data on the application. When the data have been determined to be correct, the applicant should be requested to sign the application in the space provided for his signature. Applicants shall sign NCR-359 in Section IV. All persons should be requested to sign their names exactly as they have been printed, except that if a name has been incorrectly spelled, the applicant should sign his name correctly and the spelling of the printed name should be changed. The last copy of the application for payment should be given to the applicant. Applications which are not signed at community meetings should be mailed to applicants for signatures. When the application is mailed, the carbon paper should be removed and the first copy of the application should be filed in the county office. Applications which are mailed for signature must be accompanied by a letter containing the following:

Mr. _____,

_____,
_____.

Dear Cooperator:

Enclosed herewith are the original and two copies of your application for payment under the 1939 Range Conservation Program covering the ranching unit in this county in which you have an interest. Please sign all three copies in ink or indelible pencil in the space indicated by a check mark (V); enter the date of signing and return the original and one copy to Mr. _____, Chairman, _____ County Agricultural Conservation Committee, _____.

Before you sign this application for payment you should carefully examine all the data shown thereon. If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately, together with the enclosed application for payment in order that any necessary corrections may be made before you affix your signature thereto.

In signing your name, please use the same spelling as is used in your printed name unless your name has been incorrectly spelled, in which case you should sign your name correctly and advise this office of the error in your printed name at the time you return the application for payment to this office. If your address is incorrectly shown on the application for payment, notify this office of the correct address at the time you return the signed application for payment to this office.

Very truly yours,

Chairman, _____
County Agricultural Conservation Committee.

If the signature of an applicant is printed or is affixed by mark or in other than English script such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

The signature of a person who signs an application for payment in his individual capacity should be in the style in which he customarily signs business documents; i.e., "John H. Doe" or "John Doe." The signatures of cosigners on applications for payment should be in the style in which they customarily sign business documents. The application for payment should be signed by each cosigner, i.e., "John H. Doe," "Harry Doe." The signature of a sole proprietor on an application for payment on behalf of a business owned or controlled by him should reveal the name of the company which he is operating followed by his name and the words "sole proprietor"; "XYZ Company by John H. Doe, sole proprietor."

If the signature of an applicant is that of a person acting in a representative or fiduciary capacity, such person should disclose in his signature the name of the principal for whom he is acting and the capacity in which he is acting. In the case of an agent representing an estate or the heirs of an estate, his signature may be regarded as acceptable if followed by the words "Agent of the estate of _____, deceased" or "Agent for the heirs of _____, deceased." The following are examples of acceptable signatures of persons acting in representative or fiduciary capacities.

1. An agent.

- a. John H. Doe by Richard Roe, agent.
- b. Jones and Smith, a partnership, by Richard Roe, agent.
- c. ABC Company by Richard Roe, agent.
- d. John Doe, agent for the heirs of Richard Roe, deceased.

2. An executor.

- a. John H. Doe, executor of the estate of Richard Roe, deceased.

3. An administrator.
 - a. John H. Doe, administrator of the estate of Richard Roe, deceased.
4. A guardian or committee.
 - a. John H. Doe, guardian (or committee) of the estate of Harry Roe, minor (or incompetent).
5. A receiver or liquidator.
 - a. John H. Doe, receiver (or liquidator) of ABC Company, Inc.
6. A trustee.
 - a. John H. Doe, trustee for the heirs of Richard Roe, deceased.
7. A State, county, or municipal officer.
 - a. Douglas County, Mich., by John H. Doe, county commissioner.
8. A member of a partnership.
 - a. Smith and Jones, by John Smith, a partner.
9. An officer of a corporation.
 - a. ABC Company, Inc., by Richard Roe, president.

Check Forms NCR-359 to determine that the signature of the applicant in Section IV thereof is the same as the printed name of the applicant. If the printed name of the applicant and the signature of the applicant do not agree, determine whether such names refer to the same person and if so correct the printed name of the applicant to agree with the signature of the applicant. Any correction in the printed name of the applicant should be initialed by the member of the county committee who signs the certification of the county committee on the application for payment.

D. CERTIFICATION

After applications for payment have been properly signed they shall be certified by a member of the county committee who shall sign in section V of NCR-359. Such signatures must be in ink or indelible pencil.

Each correction on an application for payment except corrections in items which are the results of computations must be initialed by the member of the county committee who certifies the application.

E. TRANSMITTAL OF APPLICATIONS FOR PAYMENT TO STATE OFFICE

The minimum number of applications for payment which may be included in a transmittal and the number of transmittals which may be made shall be fixed by the State office.

When payment applications have been signed and certified by a member of the county committee and are ready for transmittal to the State office, RF-10 shall be prepared in accordance with the instructions on the reverse side of such form. All data on RF-10 shall be typed. Before the serial numbers of applications for payment being transmitted are entered in Section I of RF-10, such applications shall be arranged in serial number order.

The original and the first copy of applications for payment and the original and the first copy of RF-10 shall be forwarded to the State office. The county office copies of applications for payment shall be filed in the county office

in serial number order. The county office copy of RF-10 shall be filed in the county office in sheet number order.

In the event an error is discovered in an application for payment after such application for payment has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum. Reference shall be made to the serial number of the application for payment and to the sheet number of RF-10 on which the application was listed.

F. HANDLING SUSPENDED APPLICATIONS FOR PAYMENT.

All data appearing on applications for payment will be carefully checked in the State office. Wherever possible, errors made by the county office on applications for payment will be corrected in the State office. Applications for payment which cannot be corrected will be returned to the county office for correction. After applications for payment have been checked in the State office a copy of RF-10 will be returned to the county office.

If an error on an application for payment is corrected in the State office, corrections will be made on both the original and the copy of the application for payment in the State office. RF-4 will be prepared in the State office and forwarded to the county office for each application for payment in connection with which a correction is made. Upon receipt of RF-4 for an application for payment, the county office copy of the applicable application for payment shall be corrected in accordance with the information shown on RF-4.

If an error on an application for payment cannot be corrected in the State office, the original and copy thereof will be returned to the county office, together with RF-4 indicating the error on the application for payment. The serial numbers of applications for payment which are returned to the county office will be listed in Section II of the copy of RF-10 returned to the county office. The applications for payment included in a transmittal which are not listed in Section II of the copy of RF-10 returned to the county office may be considered approved by the State office.

When applications for payment which have been returned to the county office for correction are ready for return to the State office, such forms shall be listed on the same sheet of RF-10 with applications for payment which are being transmitted to the State office for the first time. All applications for payment which are returned to the county office for correction shall be returned to the State office as soon as possible. If a new application for payment is prepared to replace the application for payment which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old application for payment the words "Replaced by corrected application for payment." Such words should also be entered on the county office copy of the old application for payment or such copy may be discarded.

PART IV. MAILING APPLICATIONS FOR PAYMENT AND RELATED FORMS

If the forms to be mailed weigh four pounds or less such forms may be sent by the United States Postal Service without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh more than four pounds, they should be sent by parcel post, in which case the postage shall be prepaid. All forms which are being mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Administration. However, under no circumstances shall envelopes of the Agricultural Adjustment Administration be sent to applicants for their use in returning such forms.

PART V. HANDLING CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, CLAIMS, AND REFUNDS.

See Part VI of NCR-323 (II).

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISIONINSTRUCTIONS RELATIVE TO HANDLING APPLICA-
TIONS FOR PAYMENT AND RELATED FORMS
UNDER THE 1939 RANGE CONSERVATION PROGRAM
FOR THE NORTH CENTRAL REGION

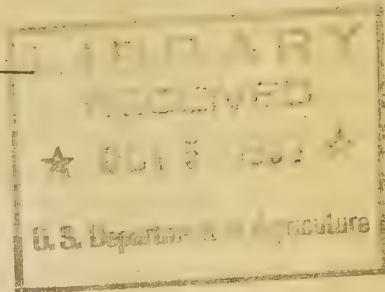
NCR-358 is hereby amended as follows:

1. Part III, Section B, paragraph 1, item k, subitems (1) and (2) are amended to read as follows:
 - (1) If an entry of more than 5,000 cubic yards has been made in column (b) for practice number 5 for any single development, multiply 5,000 cubic yards by \$0.15 and multiply the cubic yards in excess of 5,000 by \$0.10. Enter the sum of the multiplications in column (d).
 - (2) If the result of a computation with respect to practice number 7 for any single development is less than \$20, increase such amount to \$20; or if the result of a computation with respect to a single development is in excess of \$100, reduce the entry in column (d) for such development to \$100.

September 1, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING
 APPLICATIONS FOR PAYMENT AND RELATED
 FORMS UNDER THE 1939 JONES COUNTY,
 SOUTH DAKOTA, RANGE CONSERVATION
 PROGRAM IN THE NORTH CENTRAL REGION.



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PART I - GENERAL

After Forms NCR-257J, Reports of Inspection and Summaries of Performance on Range Lands, are completed in the county office the county office will prepare and compute applications for payment. The names of applicants will be checked in the county office against the Register of Indebtedness, the ACP-69 file, and the AAA-372 file, and the computations on applications will show set-offs, assignments, and deductions for county association expenses. Applications for payment will be signed by applicants and certified by a member of the county committee, and the original and one copy thereof will be transmitted to the State office. The State office will check applications against the Range Listing Sheet, and against the Register of Indebtedness, and will verify computations thereon. Wherever possible, errors made by the county office will be corrected by the State office and the county office will be advised of such corrections. Applications for payment which cannot be corrected by the State office will be returned to the county office for correction.

Members of the county committee and all persons working in the county office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1939 Jones County, South Dakota, Range Conservation Program. Deviation from these instructions will not be permitted. Any questions relating to the procedure to be followed should be referred to the person designated by the county committee. If such person is unable to answer the question satisfactorily, the question shall be referred to the State committee. If the question is not covered by the instructions contained herein, such question will be referred to the Director of the North Central Division by the State committee.

No changes or corrections shall be made on any form used in connection with the 1939 Jones County, South Dakota, Range Conservation Program unless such changes or corrections are specifically authorized by these instructions. When making any changes or corrections draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

As used herein, the following terms shall have the following meanings:

1. TRANSMITTAL means all applications for payment which are transmitted from the county office to the State office at one time.
2. LOT means all applications for payment, the ranch serial numbers of which are listed on one sheet of RF-10.
3. LOT NUMBER means the number assigned to a lot. Such number shall be the same as the sheet number of RF-10.
4. SUSPENDED CASE means any application for payment returned to

the county office from the State office for correction or in connection with which additional data, certifications, or corrected forms have been requested by the State office.

5. **NO PAYMENT APPLICATION** means any application for payment with respect to which the total amount of payment computed for the ranching unit is zero. The total amount of payment for a ranching unit means the gross payment computed for the ranching unit and entered in Section II, item 11 of NCR-359-J.

The numbers and titles of the forms to be used are as follows:

1. NCR-257-J - Report of Inspection and Summary of Performance on Range Lands.
2. NCR-359-J - Application for Payment on Range Lands.
3. RF-2 - Report of Indebtedness.
4. RF-4 - Suspension Sheet.
5. RF-5 - Transmittal Correction Sheet.
6. RF-7 - List of Persons Eligible to Execute an Application for Payment with Respect to Range Lands.
7. RF-10 - Transmittal Sheet for Forms _____.
8. RF-12 - Record of Indebtedness.

PART II. PREPARATION OF LISTS OF NAMES OF PERSONS ELIGIBLE TO EXECUTE AN APPLICATION FOR PAYMENT ON RANGE LANDS.

In order that the State office may have a list of all persons eligible to execute an application for payment on range lands, an alphabetical list of the names of persons eligible to execute application for payment on range lands must be prepared in the county office. Form RF-7 with certain changes hereinafter set forth will be used in the preparation of this list and shall be prepared as soon as possible after the completion of Form NCR-255, Range Listing Sheet. Only those ranch operators whose ranches have been inspected and in connection with which Form NCR-353, 1939 Statement of Intentions and Designation of Range Building Practices, has been executed and filed in the county office on or before May 15, 1939, will be eligible to execute an application for payment on range lands.

A. PREPARATION OF CARD FILE

In order that the county office may have adequate records from which to prepare RF-7, a card file must be prepared in accordance with

the following instructions:

As Forms NCR-257-J are completed in the county office, check such forms against Form NCR-255 to determine that the names of the ranch operators as shown on NCR-257-J agree with those on Form NCR-255 for the same ranch serial numbers. If there is a discrepancy in names, determine the facts and make such corrections on NCR-255 or NCR-257-J as are needed and enter a check mark (✓) to the left of the ranch serial number on NCR-255. After Forms NCR-257-J have been reconciled with Forms NCR-255, prepare a 3" by 5" card for each person whose name appears in Section I of Form NCR-257-J. There shall be entered on each of such cards the serial number of the ranching unit, the range inspector district number, the number of other ranches and farms in the county, the number of ranches and farms in other counties in the State, and the number of ranches and farms in other States in which such person has an interest. The number of ranches and farms in other counties in the State and the number of ranches and farms in other States shall be entered in red and blue, respectively.

When substantially all Forms NCR-257-J have been completed, examine Form NCR-255 to determine the number of ranches for which Forms NCR-257-J have not been prepared. These ranches will be represented by the ranch Serial numbers on Form NCR-255 opposite which no check mark (✓) has been entered. Determine whether, for any such ranches, a ranch operator has filed a properly executed NCR-353. If so, prepare NCR-257-J in accordance with the instructions in NCR-356, reconcile NCR-257-J with NCR-255, and prepare 3" x 5" cards as in other cases.

When all cards for the county have been prepared arrange such cards in alphabetical order.

B. PREPARATION OF RF-7.

An amended RF-7 shall be used for listing the names of persons eligible to execute an application for payment on range lands. Such form shall be prepared in duplicate. RF-7 shall be amended as follows: (1) Enter to the right of the form number the letter, "R" and the words "Jones County"; (2) delete from the title of the form the words "Only One Farm" and enter in lieu thereof the words "Range Lands"; and (3) delete the words "township Code and Farm" in the heading of column (c) and insert in lieu thereof the words "Range Inspector District."

Enter the State and county code, the name of the program, the name of the State, the name of the county, and the sheet number in the spaces provided at the top of the form. The number "1" shall be assigned to the first sheet of RF-7 and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (a) the serial number shown on the first card and enter opposite such serial number in column (b) the name of the ranch operator. Enter in column (c) the range inspector

district number shown on the card and enter immediately following such entry (in parenthesis) the number of other ranches and farms in the county in which such person has an interest. Enter in column (d) the number of ranches and farms in other counties in the State in which such person has an interest. Enter in column (e) the number of ranches and farms in other States in which such person has an interest. These figures may be obtained from the card prepared for such person.

The original of RF-7 must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-359-J is forwarded to the State office. The copy of RF-7 shall be retained in the county office.

C. CORRECTION OF RF-7.

If changes or corrections are necessary after RF-7 has been forwarded to the State office, the State office shall be notified promptly of such changes or additions in the manner hereinafter set forth.

If it is found that one or more names were inadvertently omitted from RF-7, a supplemental sheet of RF-7 listing such name or names must be prepared. In such cases the word "Supplement" shall be typed above the title of the supplemental form. Otherwise the form shall be prepared in the regular manner. Sheet numbers shall be assigned in the same series as those used for regular Forms RF-7. For example, if the number of the last sheet of RF-7 was "35" the first sheet of the supplemental RF-7 shall be assigned the number "36". A memorandum indicating the reason for the inclusion of each name on the supplemental form must accompany such supplemental form when it is submitted to the State office.

If it is determined that a person whose name was listed on RF-7 is not eligible to execute an application for payment with respect to the ranch for which a serial number was listed on RF-7, the State office shall be advised of this fact by memorandum and requested to delete the name of such person and the serial number for such person from RF-7. No supplemental RF-7 should be prepared in such cases.

If a person whose name was listed on RF-7 dies and it is determined that an administrator or executor or the heirs of the deceased are eligible to execute an application for payment with respect to the ranch in which such person had an interest, the appropriate card in the card file shall be corrected to show the name of such administrator, executor, or heirs. A memorandum setting forth the facts of the case shall be forwarded to the State office together with a request that the necessary substitutions of names be made on the RF-7 on file in the State office. The memorandum must include the address of the administrator, executor, or heirs of the estate, as the case may be. No supplemental RF-7 should be prepared in such cases.

If a person whose name was listed on RF-7 is adjudged incompetent or if a person whose name was listed on RF-7 as administrator, executor, trustee, guardian, committee, receiver, conservator, or other fiduciary is discharged from his representative capacity, the card for such person shall be corrected

and the State office shall be notified with respect to the correction to be made on RF-7 on file in the State office in a manner similar to that set forth in the preceding paragraph.

D. CHECKING LISTS OF ELIGIBLES AGAINST REGISTER OF INDEBTEDNESS

As soon as possible after RF-7 has been completed for the county the names of the persons appearing on the Register of Indebtedness for the county shall be checked against such RF-7. If a name which is listed on RF-7 appears on the Register of Indebtedness and the name appearing on RF-7 is that of the debtor, circle the serial number on RF-7. If additions to the Register of Indebtedness are received, check such additions against RF-7.

If the name on RF-7 is the same as or similar to that of the name on the Register of Indebtedness and the applicant is not indebted, RF-2 shall be prepared in duplicate in accordance with the instructions on the reverse side thereof. All Forms RF-2 prepared for a county shall be filed by serial number in the county office and will be attached to the appropriate applications for payment when such applications for payment are transmitted to the State office.

PART III - APPLICATIONS FOR PAYMENT

After the county office has been advised by the State office of the rate of deduction for county association expenses, Form NCR-359-J will be prepared for each NCR-257-J except that no NCR-359-J will be prepared for any ranching unit on which the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed injured by overgrazing in 1939.

In preparing applications for payment for persons who are indebted to the United States Government or who have assigned all or a part of their payment on ACP-69 or AAA-372, data for set-offs and assignments shall be entered in the following order:

1. Grants of aid.
2. Crop insurance advances.
3. Overpayments under agricultural conservation programs.
4. Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment Payments.
5. Overpayments under sugar beet programs.
6. Overpayments under commodity contracts.
7. Indebtedness to Commodity Credit Corporation.
8. Indebtedness to Farm Security Administration.
9. Indebtedness to Farm Credit Administration

10. Assignment on ACP-69 or Voluntary Request for Set-off, AAA-372, whichever is filed first in the county office, (it would not be necessary to have Part II of ACP-69 completed for ACP-69 to have priority over AAA-372 if ACP-69 was filed prior to AAA-372.)

All entries on NCR-359-J, including the entries which are the results of computations must be made with indelible pencil and must be made in a manner that will result in legible entries on all copies of such form.

Whenever a computation results in a negative number, enter zero (0) and not the negative number. For example, if 67.5 is to be subtracted from 46.5, enter zero (0) and not the negative number (-21.0).

Except as otherwise provided herein, all computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten-thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

- (a) 8.4750, enter 8.47.
- (b) 8.4751, enter 8.48.

A. PREPARATION OF APPLICATIONS FOR PAYMENT.

1. Enter the ranch serial number in the upper right-hand corner of NCR-359-J.
2. Make entries in Section II of NCR-359-J as follows:

- a. Obtain the entry for item 1 from the space following the words "Acres of range land" in the second line of Section I of NCR-257-J.
- b. Obtain the entry for item 2 from the space following the words "Grazing capacity in animal units" in the second line of Section I of NCR-257-J.
- c. If the word "No" has not been entered in the space to the right of the words "Condition of Range Land at End of Grazing Season", do not prepare NCR-359-J for such NCR-257-J.
- d. Natural Reseeding by Limited Grazing.
 - (1) If the word "yes" has not been entered in item 2, determine that the word "yes" has

been entered in item 1, that the average percentage is 20 or more, and that the average percentage is the simple average of the percentages shown for the individual check-plots.

- (2) If the word "yes" has been entered in item 2, determine that the word "yes" has been entered in item 3, that the number of animal units grazed has been entered in item 3, and that such number of animal units grazed is not in excess of the grazing capacity for the ranching unit.
- (3) Obtain the entry for item 4(d) from NCR-257-J, Section II, Natural Reseeding by Limited Grazing. If the word "yes" has been entered in item 2, Natural Reseeding by Limited Grazing, of Section II, NCR-257-J, enter the letters "CPD" in item 4(d) rather than a percentage.
- (4) Obtain the entry for item 4(e) from NCR-257-J, Section II, Natural Reseeding by Limited Grazing, item 3. If a percentage entry has been made in item 4(d), make no entry in item 4(e).

e. Obtain the entries for the practices listed under items 5, 6, 7, 8, 9, and 10, from the entries for such practices in Section II of NCR-257-J. In making such entries, the data for the "3-year goal", the "1938 goal", and the "1939 goal" will be entered even though the 1939 goal for a practice is not in excess of the 1938 goal for such practice.

- (1) If data are shown for practice No. 1-a, enter in item 5(d) of NCR-359-J, following the words "Acres reseeded", the number of pounds of seed sown as shown on NCR-257-J. The number of pounds of seed should be followed by the abbreviation "lbs." and should be enclosed in parentheses.
- (2) If data are shown for practice No. 3-e enter below item 10(d) of NCR-359-J the word "Depth" and enter below the well number the depth of the well.

3. Make entries in Section III of NCR-359-J as follows:

- a. Print in item 1, column (b) the name of the ranch operator. Obtain this name from Section I, line 1 of NCR-257-J. In printing the name of any person, such name shall be printed in accordance with the

instructions contained in Part III, Section A, paragraph 4, item a of NCR-323 (II).

- (1) If the signatures of two persons appear in Section V, certification number 1 of NCR-257-J, and if a separate check is to be drawn to each of such persons, print the name of the second person in column (c).
- b. Enter in item 2, columns (b) and (c), the applicant's(s') percentage of payment. If only one person's signature appears in Section V, certification number 1 of NCR-257-J, or if more than one person's signature appears and a joint check will be issued, enter 100% below the name of such persons in column (b). If more than one person's signature appears in Section V, certification number 1 of NCR-257-J; and separate checks will be issued, enter the respective percentages under the names of such persons in columns (b) and (c).
- c. Enter the rate of deduction for county association expenses for the county in the blank space in column (a), item 6. Such rate will have been determined by the State committee and furnished to the county office.
- d. Before the entries, if any, may be made in items 7, 8, and 9, it will be necessary that a determination be made as to whether the applicant is indebted to the United States Government and as to whether he has assigned part or all of his payment with respect to the ranching unit on ACP-69 or AAA-372. To determine whether the applicant is indebted to the United States Government, check the serial number of the application against RF-7. If the serial number of the application has been circled on RF-7, attach to the application the RF-12 prepared for the debtor. If the applicant has executed ACP-69 or AAA-372, attach whichever form is to be recognized to the application. If RF-2 has been prepared for the applicant, attach such RF-2 to the application. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.
- e. Determine the priority of the set-offs and assignments involved and print in column (a), items 7, 8, and 9, in the order of priority, the name of the Government agency to which the applicant is indebted and the name and address of the assignee. A separate entry should be made for each RF-12 attached to the application.

- (1) If the applicant is indebted to the United States Government, print the name of the agency to which he is indebted, i.e., "Indebted to A.A.A." If the indebtedness arose out of an advance for a crop insurance premium enter following the words "Indebted to A.A.A." the words "1939 (or 1940) Crop Insurance Premium Advance."
- (2) If an assignment was made on ACP-69 or AAA-372 print the name and address of the assignee and enter after the name of the assignee, preceded by a comma, the word "Assignee"; i.e., "John Doe, Assignee" or "Commodity Credit Corporation, Assignee."
3. Enter in the left half of column (b) or column (c) opposite the name of the Government agency or opposite the name of the assignee, the amount of the indebtedness or the unpaid amount of the assignment. If an entry is to be made in column (b) or column (c) from AAA-372, and the assignment is expressed as a percentage of the net payment, enter such percentage in the left half of column (b) or column (c) opposite the name of the Government agency.
4. Print in Section IV in the space provided therefor, the address of the applicant.
5. After the entry work has been completed in connection with Forms NCR-352-J, a review shall be made of a sufficient number of such forms to assure accuracy.

B. COMPUTATION OF APPLICATIONS FOR PAYMENT

1. Make computations with respect to Section II of NCR-352-J as follows:
 - a. Obtain item 3(a) by multiplying item 2 by \$1.40.
 - b. Obtain item 3(b) by multiplying item 1 by \$0.14.
 - c. Enter in item 3(c) the smaller of Items 3(a) and 3(b).
 - d. Multiply the entry in item 3(c) by 25.0 percent.
 - e. Multiply the units in the 1939 goal for each practice in excess of the 1938 goal for such practice by the rate assigned to such practice. The rates for range-building practices will be found in NCR-351-J, Section XIII, subsection C.

- f. If the result of the multiplication under paragraph e is equal to or greater than 90.0 percent of the multiplication under paragraph d, enter in item 11, the entry in item 3(c). If the result of such multiplication is less than 90.0 percent, enter in item 11, 75.0 percent of the entry in item 3(c).
2. Make computations with respect to Section III of HCR-323 as follows:

 - a. Obtain item 3(b) by multiplying Section III, item 11 by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases given on page 20 of HCR-323 (II).
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).
 - d. If the percentage of deduction for county association expenses has not been entered in item 6, column (a), enter such percentage.
 - e. Obtain item 6(b) by multiplying item 5(b) by 100 percent minus the rate of deduction for association expenses shown in item 6(a).
 - f. If no entries for set-offs or assignments have been made in items 7(a), 8(a), and 9(a), enter in item 10(b) the entry in item 6(b).
 - g. If entries for set-offs and/or assignments have been made in items 7(a), 8(a), and 9(a) proceed as follows:
 - (1) If a percentage entry has been entered in items 7(a), 8(a), or 9(a) following the name and address of an assignee, multiply such percentage entry by the entry in item 6(b) and enter the result in the left half of item 7(b), 8(b) or 9(b) opposite the name and address of the assignee.
 - (2) If an entry has been made in item 7(a) and no entries have been made in items 8(a) and 9(a),
 - (a) Enter in the right half of item 7(b) the smaller of the entries in the left half of item 7(b) and item 6(b).
 - (b) Enter in item 10(b) the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
 - (3) If entries have been made in items 7(a) and 8(a) and no entry has been made in item 9(a),

- (a) Obtain the entry for the right half of item 7(b) as set forth in paragraph g(2).
- (b) Enter in the right half of item 8(B) the smaller of the entry in the left half of item 8(b) and the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
- (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).

(4) If entries have been made in items 7(a), 8(a), and 9(a)

- (a) Obtain the entries for the right half of items 7(b) and 8(b) as set forth in paragraphs g(2) and g(3), respectively.
- (b) Enter in the right half of item 9(b) the smaller of the entry in the left half of item 9(b) and the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
- (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b), 8(b), and 9(b).

h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b).

3. After the computation work has been completed in connection with Forms NCR-359-J, a review shall be made of a sufficient number of such forms to assure accuracy.
4. Enter in Section II, column (a) of RF-12 the notation "Set-off-1939 RCP" and the State and county code and serial number of the application in connection with which the set-off is made. Enter in Section II, column (e) of RF-12 the amount of the set-off.
5. Remove from Forms NCR-359-J any forms ACP-69, AAA-372, and RF-12 attached thereto and return them to the proper files in the county office.

C. SIGNATURES OF PRODUCERS

After applications for payment have been prepared and the amounts of payment to be made thereunder have been computed and entered thereon,

the applications shall be signed by the applicants in ink or indelible pencil. Community meetings shall be held where practicable for the purpose of obtaining signatures on applications for payment. The notices of such meetings should emphasize the fact that the applicants should come prepared to check the accuracy of the data appearing on their applications for payment. At the meetings a member of the county committee or some other qualified person, together with the applicant, should carefully review the data on the application. When the data have been determined to be correct, the applicant should be requested to sign the application in the space provided for his signature. Applicants shall sign NCR-359-J in Section IV. All persons should be requested to sign their names exactly as they have been printed, except that if a name has been incorrectly spelled, the applicant should sign his name correctly and the spelling of the printed name should be changed. The last copy of the application for payment should be given to the applicant. Applications which are not signed at community meetings should be mailed to applicants for signatures. When the application is mailed, the carbon paper should be removed and the first copy of the application should be filed in the county office. Applications which are mailed for signature must be accompanied by a letter containing the following:

Mr. _____,

Dear Cooperator:

Enclosed herewith are the original and two copies of your application for payment under the 1939 Junes County, South Dakota, Range Conservation Program covering the ranching unit in this county in which you have an interest. Please sign all three copies in ink or indelible pencil in the space indicated by a check mark (V); enter the date of signing and return the original and one copy to Mr. _____, Chairman, _____, Jones County Agricultural Conservation Committee, _____.

Before you sign this application for payment you should carefully examine all the data shown thereon. If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately, together with the enclosed application for payment in order that any necessary corrections may be made before you affix your signature thereto.

In signing your name, please use the same spelling as is used in your printed name unless your name has been incorrectly spelled, in which case you should sign your name correctly and advise this office of the error in your printed name at the time you return the application for payment to this office. If your address is incorrectly shown on the application for payment,

notify this office of the correct address at the time you return the signed application for payment to this office.

Very truly yours,

Chairman, Junes County Agricultural Conservation Committee.

If the signature of an applicant is printed or is affixed by mark or in other than English script such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

The signature of a person who signs an application for payment in his individual capacity should be in the style in which he customarily signs business documents; i.e., "John H. Doe" or "John Doe." The signatures of cosigners on applications for payment should be in the style in which they customarily sign business documents. The application for payment should be signed by each cosigner, i.e., "John H. Doe," "Harry Doe." The signature of a sole proprietor on an application for payment on behalf of a business owned or controlled by him should reveal the name of the company which he is operating followed by his name and the words "sole proprietor"; "XYZ Company by John H. Doe, sole proprietor."

If the signature of an applicant is that of a person acting in a representative or fiduciary capacity, such person should disclose in his signature the name of the principal for whom he is acting and the capacity in which he is acting. In the case of an agent representing an estate or the heirs of an estate, his signature may be regarded as acceptable if followed by the words "Agent of the estate of _____, deceased" or "Agent for the heirs of _____, deceased." The following are examples of acceptable signatures of persons acting in representative or fiduciary capacities.

1. An agent.
 - a. John H. Doe by Richard Roe, agent.
 - b. Jones and Smith, a partnership, by Richard Roe, agent.
 - c. ABC Company by Richard Roe, agent.
 - d. John Doe, agent for the heirs of Richard Roe, deceased.
2. An executor.
 - a. John H. Doe, executor of the estate of Richard Roe, deceased.
3. An administrator.
 - a. John H. Doe, administrator of the estate of Richard Roe, deceased.
4. A guardian or committee.
 - a. John H. Doe, guardian (or committee) of the estate of Harry Roe, minor (or incompetent).

5. A receiver or liquidator.
 - a. John H. Doe, receiver (or liquidator) of ABC Company, Inc.
6. A trustee.
 - a. John H. Doe, trustee for the heirs of Richard Roe, deceased.
7. A State, county, or municipal officer.
 - a. Douglas County, Mich., by John H. Doe, county commissioner.
8. A member of a partnership.
 - a. Smith and Jones, by John Smith, a partner.
9. An officer of a corporation.
 - a. ABC Company, Inc., by Richard Roe, president.

Check Forms NCR-359-J to determine that the signature of the applicant in Section IV thereof is the same as the printed name of the applicant. If the printed name of the applicant and the signature of the applicant do not agree, determine whether such names refer to the same person and if so correct the printed name of the applicant to agree with the signature of the applicant. Any correction in the printed name of the applicant should be initialed by the member of the county committee who signs the certification of the county committee on the application for payment.

D. CERTIFICATION

After applications for payment have been properly signed they shall be certified by a member of the county committee who shall sign in Section V of NCR-359-J. Such signatures must be in ink or indelible pencil.

Each correction on an application for payment except corrections in items which are the results of computations must be initialed by the member of the county committee who certifies the application.

E. TRANSMITTAL OF APPLICATIONS FOR PAYMENT TO STATE OFFICE

The minimum number of applications for payment which may be included in a transmittal and the number of transmittals which may be made shall be fixed by the State office.

When payment applications have been signed and certified by a member of the county committee and are ready for transmittal to the State office, RF-10 shall be prepared in accordance with the instructions on the reverse side of such form. All data on RF-10 shall be typed. Before the serial numbers of applications for payment being transmitted are entered in section I of RF-10, such applications shall be arranged in ranch serial number order.

The original and the first copy of applications for payment and the original and the first copy of RF-10 shall be forwarded to the State office.

The county office copies of applications for payment shall be filed in the county office in serial number order. The county office copy of RF-10 shall be filed in the county office in sheet number order.

In the event an error is discovered in an application for payment after such application for payment has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum. Reference shall be made to the serial number of the application for payment and to the sheet number of RF-10 on which the application was listed.

F. HANDLING SUSPENDED APPLICATIONS FOR PAYMENT.

All data appearing on applications for payment will be carefully checked in the State office. Wherever possible, errors made by the county office on applications for payment will be corrected in the State office. Applications for payment which cannot be corrected will be returned to the county office for correction. After applications for payment have been checked in the State office a copy of RF-10 will be returned to the county office.

If an error on an application for payment is corrected in the State office, corrections will be made on both the original and the copy of the application for payment in the State office. RF-4 will be prepared in the State office and forwarded to the county office for each application for payment in connection with which a correction is made. Upon receipt of RF-4 for an application for payment, the county office copy of the applicable application for payment shall be corrected in accordance with the information shown on RF-4.

If an error on an application for payment cannot be corrected in the State office, the original and copy thereof will be returned to the county office, together with RF-4 indicating the error on the application for payment. The serial numbers of applications for payment which are returned to the county office will be listed in section II of the copy of RF-10 returned to the county office. The applications for payment included in a transmittal which are not listed in section II of the copy of RF-10 returned to the county office may be considered approved by the State office.

When applications for payment which have been returned to the county office for correction are ready for return to the State office, such forms shall be listed on the same sheet of RF-10 with applications for payment which are being transmitted to the State office for the first time. All applications for payment which are returned to the county office for correction shall be returned to the State office as soon as possible. If a new application for payment is prepared to replace the application for payment which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old application for payment the words "Replaced by corrected

application for payment." Such words should also be entered on the county office copy of the old application for payment or such copy may be discarded.

PART IV. MAILING APPLICATIONS FOR PAYMENT AND RELATED FORMS

If the forms to be mailed weigh four pounds or less such forms may be sent by the United States Postal Service, without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh more than four pounds, they should be sent by parcel post, in which case the postage shall be prepaid. All forms which are being mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Administration. However, under no circumstances shall envelopes of the Agricultural Adjustment Administration be sent to applicants for their use in returning such forms.

PART V. HANDLING CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, DECEASED OR INCOMPETENT APPLICANTS, CLAIMS, AND REFUNDS.

See Part VI of NCR-323 (II).

